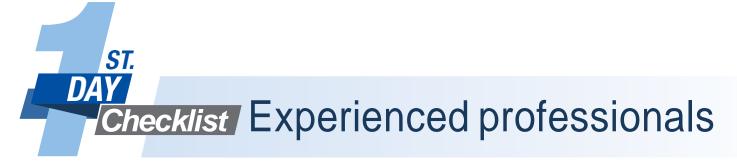


Revisit what the company does and the market it operates in Consider: Reading the company website, 'About Us' pages and news Following company activity on social media to get a sense of relevant topics Fip: You'll be expected to have read the company website and news to get a better understanding of how the company works and its products or services. Notes: Prepare for your first meeting with your manager Consider: What your manager's immediate expectations of you will be What else is expected of you that you'll need to be more proactive about e.g.: getting to know people, socialising, completing an audit of what is or isn't working How your manager would like to be updated and communicate with you Fips: When would you be expected to complete certain tasks by? Some managers like to be updated every day, or just at one-to-one meetings, find out what your manager prefers Make a list of your immediate responsibilities and prioritise the list	Consider: The respo Your key a	nsibilities you had in your previous role achievements - projects you helped deliver, savings/profit made, changes implemented we been brought in to do
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☐ Plan questions to ask your o	olloagues
Questions to consider:	olleagues
What are your responsibilities?	
 What key projects are you working on? 	
· What's working well?	
· What are some of the challenges you fac	e?
\cdot What should we start doing as a compar	y?
Tips:	
· Identify key projects – your work may cro	·
· Note what is working well and what you	an learn from this or build on
Notes:	
	ey aspects with your employer
Consider: · Where, when and who to report to on y	
Consider: · Where, when and who to report to on y Tips:	
Consider: · Where, when and who to report to on y Tips: · Have your ID and paperwork ready · Research the journey to your new place	our first day of work and start your commute early
Consider: · Where, when and who to report to on y Tips: · Have your ID and paperwork ready · Research the journey to your new place	our first day
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Consider: · Where, when and who to report to on y Tips: · Have your ID and paperwork ready · Research the journey to your new place · Prepare an outfit that is suitable for the c	our first day of work and start your commute early
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